



Join Our Team

Legal Assistant

TMT have a strong reputation for being market leaders in legal services and our growth has created opportunities for talented individuals to join our team.

We are looking to recruit a full time Legal Assistant to join our Team at our headquarters in Hythe. You should have excellent communication skills and an outstanding attention to detail. You will be expected to work diligently and under pressure communicating with clients and colleagues across the company. Experience and knowledge of all Microsoft programmes is required. Willingness and adaptability to learn our in-house systems and practices required (full training given).

Location: Hythe, Hampshire.

Hours: Full time office based, Monday – Friday, 9am – 5.30pm.

Salary: From £24,375 (dependent on experience)

Company Benefits include: 22 days annual leave, plus bank holidays, plus your Birthday off, free parking, social events and lots more!

At the heart of TMT lies our Ethos: our Team, our Clients, and our business partners work together as 'One Team'. This professional partnership is founded on shared objectives that will set new benchmarks in legal services:

- **Innovative** *We embrace creativity and adapt to emerging technologies.*
- **Dynamic** *We evolve and strategically position ourselves for success.*
- **Friendly** *We take pride in being modern, friendly and approachable.*
- **Professional** *We share a common goal that sets new standards in law.*

To apply, send your CV and a covering letter, to Kelly Vaughan, Head of Operations on:
hr@tmtlegalservices.co.uk